



OWNER VERIFICATION OF MULTIPLE OCCUPANCY

This form must be accompanied by the Parent Verification of Multiple Occupancy form

I, _____
Printed Name of Legal Owner of Residence

do hereby certify that I am the *legal owner of and reside at* the following address:

Street Address

City State Zip

This residence is located in the _____ School District.
Name of School District Where Residence is Located

I also certify that the below-listed individuals are living on a permanent basis at the above address
and will remain at this address until _____.
Estimated end date

Name of Parent

Name of Parent

Name of Child

Name of Child

Name of Child

Name of Child

I understand that I am responsible for notifying the school should the above circumstances change.

I understand that if this registration is determined to be secured by false, misleading, or deliberate omission of information to establish residency, this application will be considered null and void.

Making a false written statement is a class A misdemeanor. 11 Del. C. §1233.

Signature of Legal Owner of Residence

Telephone #

Relation to Parent(s) Listed Above



OWNER VERIFICATION OF MULTIPLE OCCUPANCY (CONTINUED)

TO BE COMPLETED BY THE LEGAL HOMEOWNER IN FRONT OF A NOTARY PUBLIC:

I, _____
Printed Name of *Legal Owner* of Residence

do hereby declare, certify and state under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge.

This, the _____ day of _____, 20_____.
(Day) (Month) (Year)

Signature of Legal Owner of Residence
(To be signed in the Presence of a Notary Public)

TO BE COMPLETED BY THE NOTARY PUBLIC:

On this, the _____ day of _____, 20_____.
(Day) (Month) (Year)

personally appeared before me, _____
(Name of Legal Owner of Residence from Above)

known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged that he/she executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

Printed Name of Notary Public

Signature of Notary Public

Today's Date

Date My Commission Expires

NOTARY SEAL



PARENT VERIFICATION OF MULTIPLE OCCUPANCY

*****This form must be accompanied by the Owner Verification of Multiple Occupancy form*****

I am the **parent/legal guardian** of the child(ren) listed below, and we reside in a home with a resident that legally owns the property and **resides in the dwelling on the property**. An affidavit from the legal owner is attached verifying our residency in the below described home. I assume responsibility for notifying the school should the above described circumstances change. **I agree to provide two proofs of my residency at the below listed address within thirty (30) days from the day of registration.**

I understand that if this registration is determined to be secured by false, misleading, or deliberate omission of information to establish residency, this application will be considered null and void¹.

¹*Making a false written statement is a Class A Misdemeanor. 11 Del. C. §1233.*

<u>Name(s) of Child(ren)</u>	<u>Registering School</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current Address Information

_____		_____		
Name of Legal Homeowner		Legal Homeowner Contact Number		
_____		_____	_____	_____
Address of Legal Homeowner		City	State	Zip

Name of School District for Above Address				

Previous Address Information

_____		_____		
Name of Parent/Legal Guardian		Parent/Legal Guardian Contact Number		
_____		_____	_____	_____
Previous Address of Parent/Legal Guardian		City	State	Zip

Previous School District				



PARENT VERIFICATION OF MULTIPLE OCCUPANCY (CONTINUED)

TO BE COMPLETED BY THE REGISTERING PARENT/LEGAL GUARDIAN IN FRONT OF A NOTARY PUBLIC:

I, _____
Printed Name of Registering Parent/Legal Guardian

do hereby declare, certify and state under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge.

This, the _____ day of _____, 20_____.
(Day) (Month) (Year)

Signature of Registering Parent/Legal Guardian
(To be signed in the Presence of a Notary Public)

TO BE COMPLETED BY THE NOTARY PUBLIC:

On this, the _____ day of _____, 20_____.
(Day) (Month) (Year)

personally appeared before me, _____
(Name of Registering Parent/Legal Guardian From Above)

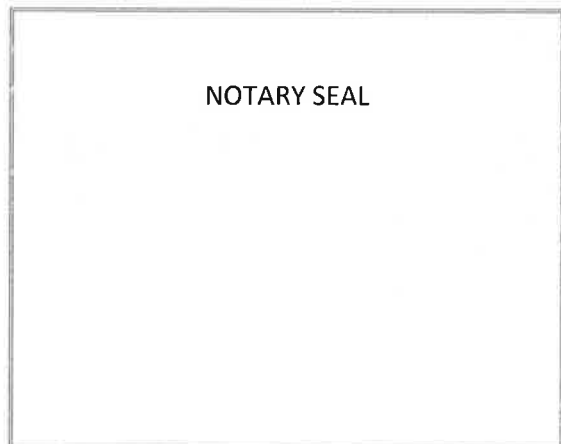
known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged that he/she executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

Printed Name of Notary Public

Signature of Notary Public

Today's Date

Date My Commission Expires





ACCEPTABLE PROOF OF RESIDENCE FOR THE BRANDYWINE SCHOOL DISTRICT

Parents/legal guardians of school enterers are required to provide **TWO** proofs of residency. The proofs of residence must contain the name and address of the registering parent(s)/legal guardian(s). Addresses on each proof of residence **MUST** be the same.

You Must Submit ONE Proof of Residence From EACH Group:

Group A. Proof of Home Ownership or Lease Agreement (one of the below items must be provided):

- Copy of a recent month's mortgage statement
- Copy of home settlement statement (*Used if home was recently purchased and a mortgage statement has not yet been received*)
- Copy of the Deed to the property (*Used if the property is paid off*)
- Rental Agreement (*Signed & showing legal parent, legal guardian, or relative caregiver as an occupant*)

Group B. Second proof of residency (one of the below items must be provided):

- An original utility bill within the past 60 days (*Utility bills are gas, electric, cable, internet or landline bills. May NOT be a copy*)
- Car registration
- Automobile insurance policy
- Current voter registration card
- Rental insurance policy
- Homeowner's insurance policy
- Estate tax receipt
- Most current year's tax documents
- Pay check or pay stub (*Must be a recent pay check or pay stub*)
- Notarized letter from employer stating that the registrant is their employee and what address they have on file
- Two consecutive month's bank statements prior to date of registration (*New accounts will not be accepted*)
- Change of address label on envelope (*Must be the official Post Office notification; normally a yellow sticker on the outside of the envelope by the old address*)
- Official letter from a DE State agency such as DHSS, DFS, Dept. of Labor, YRS, TANF, etc.

*** If Living in a Residence of Another Person - NOT a Rental Property:**

The residence must be the primary residence of the homeowner. The owner of the residence must accompany the parent/legal guardian at the time of registration and present a DE Driver's License or State ID for identifying purposes and the information requested as proof of residence, as stated above.

- Both parties must complete the *Parent Verification of Multiple Occupancy and Owner Verification of Multiple Occupancy* stipulating that the registering parent/legal guardian lives in the residence of the homeowner.
- Within 30 days – the parent/legal guardian of the student(s), who are residing with the homeowner, **must** present **two** items from Group B.

*** If Living in a RENTAL Residence of Another Person:**

The residence must be the primary residence of the leaseholder. The leaseholder must accompany the parent/legal guardian at the time of registration and present a DE Driver's License or State ID for identifying purposes and the information requested as proof of residence, as stated above. All handwritten leases and non-apartment complex leases must have a contact number and will be verified by district personnel prior to enrollment.

- **Option 1:** The leaseholder may add the registering parent/legal guardian onto their lease agreement. Within 30 days – the parent/legal guardian of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.
- **Option 2:** If the names of the registering parent/legal guardian are **not** on the leaseholder's lease agreement, a *Landlord Verification* from the apartment complex/landlord must be completed and notarized attesting to the fact that the registering parent/legal guardian are in residence. Within 30 days – the parent/legal guardian of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.